

MCRC FROST CALL 037-02 DATED 19 July 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: STATEMENTS OF UNDERSTANDING (SOU) FOR MCO 1130.53P
ENLISTMENT INCENTIVES PROGRAM (EIP)

Ref: (a) MCO 1130.53P Enlistment Incentives Program

Encl: (1) Pre-Printed SOU's for EIP

1. Purpose. To notify all levels within the Marine Corps Recruiting Command, the capability to use, by Program Enlisted For (PEF) Code, pre-printed Statements of Understanding (SOU).

2. Background. The Statements of Understanding (SOU's) are a vital portion of the enlistment contract. The SOU's are Annexes to the Enlistment Contract DD 4. Due to many reasons, there has been a long-standing problem with SOU's not being administratively correct. This causes problems associated with the recruit or Marine not fully aware of the full scope of the Program Enlisted For (PEF). MMEA-11 reclassifies many recruits and SOI/MCT Marines monthly due to these occurrences. The Automated Enlistment Package (AEP) contains Statements of Understanding for enlistment options.

3. Information. The AEP was initially designed to only annotate the Name, SSN, and Date on the SOU's. The EIP revision contained in the reference modified most of the current AEP SOU's thus making them obsolete. MCRC G-3 has created Pre-printed SOU's for each enlistment program contained in the enclosure. These new SOU's are being incorporated into the next edition of the AEP that is presently in development. Until the new AEP is forwarded to the RS/RSS's the new SOU's are highly encouraged to be utilized to prevent administrative and ethical situations. The pre-printed SOU's for Enlistment Option Programs (EOP) contain the following Pre-Printed Blocks and **NO CROSS-OUTS/ALTERATIONS TO THE BELOW BLOCKS ARE ALLOWED:**

- a. Program Enlisted For Code (Block 4)
- b. Program Description (Block 4a)
- c. Military Occupational Fields (Block 4b)
- d. Term of Enlistment (Block 14a)

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The pre-printed SOU's for Enlistment Bonus Programs (EBP) contain the following Pre-Printed Blocks, and **NO CROSS-OUTS/ALTERATIONS TO THE BELOW BLOCKS ARE ALLOWED:**

- a. Bonus Type (Block 14)
- b. Bonus Code (Block 14a)
- c. Bonus Dollar Amount (Block 14b)


The below SOU's are contained in the enclosure but are not pre-printed with any information:

- a. Open Contract
- b. Marine Corps College Fund Addendum Form
- c. Air Crew
- d. MEOP
- e. MCSF Addendum
- f. MCSF (PRP) Screening Forms (Pages 1-3)
- g. Security Clearance Screening Forms (Pages 1-2)

All SOU's in the update to the AEP will contain the Pre-Printed Forms by Program, that will include Names, SSN, and Date, in addition to the PEF Codes, Description, OccFlds, Bonus Types, and Dollar Amounts. This will allow the SOU's to be read, initialed, and signed by the applicant and MEPS Liaison. This option should facilitate the expected expediency from the AEP, eliminate administrative errors, and prevent future re-classifications due to errors

4. Action. Effective immediately, the use of the SOU's contained in the enclosure are authorized for your use. The SOU's are password protected, to prevent editing of the SOU. Previously filled out SOU's are still valid if administratively correct. Care must be taken to use the correct SOU's and any addendum SOU(s) associated with the Program Enlisted For of the applicant.

5. Point of contact is Capt R. Williams, MCRC G-3, at commercial (703) 784-9466 or DSN 278-9466.


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By direction